

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

June 5, 2006

CALL TO PODIUM:

Margaret Kee
Human Resources Director

RESPONSIBLE STAFF:

Margaret Kee
Human Resources Director

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council of Gaithersburg Authorizing the City Manager to Negotiate a Contract for Executive Search Services for the Position of Planning Director

SUPPORTING BACKGROUND:

In order to identify the most experienced and qualified candidates nationwide for the important position of Planning Director, staff believes it to be in the best interests of the City to engage the services of a management consulting firm to conduct this search.

Staff contacted three nationally-recognized consulting firms and received proposals and the following cost estimates to conduct the search (including but not limited to position analysis, advertising, resume review, candidate investigation and interviews, and negotiation):

The Mercer Group, Inc.
\$15,000 plus not-to-exceed expenses of \$7,500 (travel, lodging and per diem, telephone, etc.)

The Par Group approximately \$33,000

Waters Consulting Group approximately \$30,000.

Based on the proposals and cost estimates, staff recommends that the Mayor and City Council authorize the City Manager to negotiate a contract with The Mercer Group, Inc., in an amount not to exceed \$22,500.

DESIRED OUTCOME:

Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: **Margaret Kee**

Date of City Council Meeting: **June 5, 2006**

AUTHORIZING

Purchase ____ Award Contract ____ Transfer Funds ____ Negotiate/
Execute a Contract **X**

BID INFORMATION:

Advertisement Date

Newspaper(s)

Bids Opened/Tabulated (date)

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

To Conduct an Executive Search for the Position of Planning Director

CONTRACTED/PURCHASE FROM:

Company Name: The Mercer Group, Inc.

Street Address: 5579B Chamblee Dunwoody Road, #511

P. O. Box Number:

City/State/Zip: Atlanta, GA 30338

CONTRACT/PURCHASE AMOUNT:

\$22,500

Check One: In the Amount of ____ Not to Exceed **X**

FUNDS TO BE EXPENDED FROM: Operating Budget **X** Capital Improvements Budget ____

Account Number: 1135-536000

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available ____ Not available ____

Finance Dept.

Date

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
OF GAITHERSBURG AUTHORIZING THE CITY MANAGER TO
NEGOTIATE A CONTRACT FOR EXECUTIVE SEARCH SERVICES
FOR THE POSITION OF PLANNING DIRECTOR

WHEREAS, the Mayor and City Council of Gaithersburg believe it to be in the best interests of the City to engage the services of a management consulting firm to conduct a nationwide search to seek out and recruit experienced and highly qualified candidates for the position of Planning Director; and

WHEREAS, Section 57 of the City Charter provides that the City Council may permit negotiations of contracts without sealed bids for products and services where, in the opinion of the Council, the interests of the City would be best served by negotiated contracts:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and enter into a contract to provide executive search services for the position of Planning Director with The Mercer Group, 5579B Chamblee Dunwoody Road #511, Atlanta, Georgia 30338, in an amount not to exceed Twenty-Two Thousand Five Hundred Dollars (\$22,500).

ADOPTED by the City Council this 5th day of June 2006.

SIDNEY A. KATZ, Mayor and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council,
in public meeting assembled, on the 5th
day of June, 2006.

David B. Humpton, City Manager